



## Wyoming Department of Education

Dr. Jim McBride, Superintendent of Public Instruction  
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### MEMORANDUM NO. 2008 - 146

**TO:** School District Superintendents  
Principals

**FROM:** Charlene Turner, Director of Alternate Assessment  
Bill Herrera, Assistant Director of State Assessment

**DATE:** September 26, 2008

**SUBJECT:** WDE-664 Special Forms Requests  
Proficiency Assessment for Wyoming Students (PAWS)

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#### TIME SENSITIVE

The WDE-664 is to be completed only by those schools and accredited institutions that are requesting **Large Print** and/or **Braille** Special Forms of the 2009 Proficiency Assessments for Wyoming Students (PAWS) for students in grades 3 – 8 or grade 11. This form must be submitted to the Wyoming Department of Education on or before **October 17, 2008**. The following steps must be completed:

#### Requesting 2009 PAWS Special Forms:

1. Obtain the form at [www.k12.wy.us](http://www.k12.wy.us) under the Forms Inventory link under popular Items on the home page.
2. Complete the identifying information on the form including School ID/Name, Telephone, Contact Name, and Contact Email.
3. List each student at the indicated school or accredited institution who requires a Large Print or Braille Special Form of the 2009 PAWS by providing demographic information in fields 1 – 8.
4. Save the electronic file.
5. Submit the file to the individual with “Upload” rights at the district office.
6. The individual with upload rights uploads the file to the Wyoming Department of Education on or before **October 17, 2008**.

The information in this memorandum is to be provided to Principals, Special Education Directors, Accredited Institution Directors, Special Education Teachers and the person with “Upload” rights in your district.

Please contact Charlene Turner at [cturne@educ.state.wy.us](mailto:cturne@educ.state.wy.us) or 777-7322 if you have questions.

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